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ABSTRACT

This student handbook contains information about participating in the construction trades program in the Manatee County (Florida) Public Schools. The first part of the handbook consists of general information about the program: program goals and objectives, intended outcomes, benefits to students, student responsibilities, contractor responsibilities, minimum qualifications for apprenticeship applicants, equal opportunities, requirements for entrance into on-the-job training, terms of apprenticeship, probationary period, notice of adverse action, compliance with apprenticeship program requirements, safety, records, apprenticeship agreement, and apprentice complaint procedure policy. The majority of the document is made up eight attachments of documents from the apprenticeship program: (1) construction trades curriculum model; (2) class scheduling model; (3) student agreement; (4) sponsor agreement; (5) school board youth apprenticeship agreement, including agreements with parents, students, contractors, and schools; (6) on-the job training plan; (7) personnel policies; and (8) recruiting materials for the apprenticeship in construction trades program.

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ED 418 259

PROGRAM REQUIREMENTS

for the

Youth Apprenticeship in Construction Trades

A YOUTH APPRENTICESHIP PROGRAM
for
MANATEE COUNTY PUBLIC SCHOOLS

AUGUST, 1998

STUDENT HANDBOOK

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SCHOOL-TO-WORK TRANSITION THROUGH SCHOOL AND WORK-BASED LEARNING

CE 026 170

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Mission Statement

The MISSION of the Youth Apprenticeship is to develop a working relationship between the School Board of Manatee County, Florida, and the Youth Apprenticeship in Construction Trades (YACT) for the purpose of developing a better trained work force in the various construction trades.

PROGRAM GOALS/OBJECTIVES

1. Develop each student's attitude, work habits and competencies necessary to succeed in the job market, complete the apprenticeship program, and continue education at the postsecondary level.

2. Develop each student's ability to solve problems, think critically and work cooperatively with others to complete a project.

3. Develop in each student a sense of individual responsibility and pride in craftsmanship.

4. Prepare each student to contribute to the economic growth of the construction industry as skilled, stable, and productive employees.

5. Provide a structured career path which will lead each student directly into the job market and continuation to postsecondary education upon graduation.

INTENDED OUTCOMES:

After successfully completing this program, the student will be able to:

1. Demonstrate knowledge of safe and efficient work practices.

2. Apply fundamental skills related to the specific occupation, craft or trade.

3. Properly use and care for equipment.

4. Properly use materials of the trade.

5. Demonstrate manipulative skills of the trade.

6. Demonstrate appropriate communication skills, math skills, understanding of basic science, and employability skills.

7. Be in a position to successfully enter the construction trade in the area in which he/she has demonstrated interest and aptitude.

8. Be equipped to continue and complete the apprenticeship program in the chosen field.

9. Be encouraged and prepared to continue education at the postsecondary level.

BENEFITS TO STUDENTS

Students will receive:

1. A program of study intended to provide for a smooth school-to work transition.
2. A program that will enable students to link instruction received in school-related construction classes and laboratories with training received at the job site.
3. An opportunity to earn while they learn.
4. Consulting, testing, and the opportunity to master academic and pre-identified occupational skills which will allow entry into the apprenticeship with advanced standing.
5. Program options that will lead to job performance competency and self sufficiency to enable students to enter the labor force directly upon high school graduation.

STUDENT RESPONSIBILITIES

The student will:

1. Perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. Report job problems to supervisor/mentor and/or high school coordinator.
3. Adhere to employer's company policy. (Note: employment may be terminated for the same reasons as for regular employees.)
4. Be regular in attendance at school and on the job. If unable to report to work, the employer and high school coordinator must be notified by the student before the start of the normal work day.
5. Student apprentices may be terminated from the apprenticeship employment upon withdrawal from school.
6. Maintain a Grade Point Average (GPA) of 2.0.

CONTRACTOR RESPONSIBILITIES

1. To adhere to all state and federal regulations regarding employment, child labor laws, minimum wages, and workmen's compensation. Each contractor must furnish to the School Board a copy of sponsor's current Workers Compensation Certificate of Insurance and a letter from their carrier stating that the student apprentice is a "covered" employee.

2. To recognize and support the educational objectives of the Program Requirements for the Construction Trades Apprenticeship Program and to provide employment for the student apprentice on a regular, continuous basis.

3. To appoint a training supervisor/mentor for the student apprentice.

4. To agree to follow the "training plan" designed by the program's instructors and the training supervisor/mentor appointed by the contractor; to give the student apprentice a variety of work assignments according to the "training plan" and to provide comprehensive instruction under the direction of qualified personnel.

5. To provide a "Safety Orientation" on the job site for ALL new youth apprentices followed up with continuous safety instruction throughout the apprenticeship training program.

6. To provide adequate equipment, materials, and other facilities required in order to provide an appropriate learning experience for the student apprentice.

7. To keep accurate records of the student's attendance.

8. To notify the sending high school if the student is absent without notification.

9. To pay the youth apprentices at the same rate as any other beginning employee in the same job, or a beginning hourly rate of at least $6 per hour.

10. To permit the school's representative(s) to visit the student and supervisor at the place of employment to determine progress, obtain direct feedback, and make adjustments in the "training plan" whenever necessary.

11. To perform periodic evaluations of the student's accomplishments and performance by the training supervisor on a form provided by the high school; and to advise the high school coordinator when a training problem arises.

12. If contractor intends to terminate a student, the contractor shall provide five (5) days advance written notice to YACT, to the student, and to the home school stating intent to terminate the student.

MINIMUM QUALIFICATIONS FOR APPRENTICESHIP APPLICANTS

The qualifications of all applicants for apprenticeship shall be determined by the youth apprenticeship committee. The following information shall be submitted to the youth apprenticeship committee by each applicant for apprenticeship:

a. Evidence that student is at least 16 years of age.

b. Evidence that the student has completed the 10th grade with 90% or better school attendance.

c. Transcript of school courses and grades.

d. Evidence that the student has completed an apprenticeship application in its entirety.

e. Each student shall participate in an interview.

f. Substance abuse testing, as required by contractor.

g. Agreement to submit to Aptitude Testing for the school year 98-99 and after.

EQUAL OPPORTUNITY STATEMENT

Selection of apprentices under the program shall be made from qualified applicants without regard to race, creed, color, national origin, sex or occupationally irrelevant physical requirements, in accordance with objective standards, which permit review after full and fair opportunity for application.

REQUIREMENTS FOR ENTRANCE INTO ON-THE-JOB TRAINING

The student must meet the participating employer's employment requirements to be accepted into the OJT portion of the Youth Apprenticeship Program. The student must also have completed the Core Curriculum prior to employment and must have received a Partial Waiver from the Florida Department of Labor (education) regarding the State's Child Labor Law.

TERM OF APPRENTICESHIP

The minimum number of hours for the trade involved will be determined by the Youth Apprenticeship in Construction Trades Program (YACT) and shall be realistic in terms of attainment of predetermined competencies and relative to national industry standards.

PROBATIONARY PERIOD

All apprentices, in accordance with these program requirements, will be subject to a probationary period not exceeding eighteen (18) weeks. During this probationary period, cancellation of the apprenticeship agreement shall be made by the request of either the apprentice, the Youth Apprenticeship, or the contractor.

NOTICE OF ADVERSE ACTION

The apprentice shall be given five (5) school days advance written notice of any proposed adverse action affecting his/her apprenticeship status, and shall have an opportunity to present to the coordinator his/her response to the proposed action.

COMPLIANCE WITH APPRENTICESHIP PROGRAM REQUIREMENTS

The signing of the following listed Construction Trades apprenticeship agreements shall bind ALL parties to the Program Requirements:

a. Apprenticeship Partnership Agreement between the Manatee County Public Schools and the Youth Aprenticeship in Construction Trades (YACT).

b. Apprenticeship Agreement between the apprentice and the Youth Apprenticeship in Construction Trades (YACT).

c. Participating Employer's Apprenticeship Agreement between the Contractor and the Youth Apprenticeship in Construction Trades (YACT).

d. Participating High School Apprenticeship Agreement between the Parent, Student, Contractor, ICE Coordinator, and Principal.

Apprentices entering into an apprenticeship agreement with the Youth Apprenticeship in Construction Trades (YACT) shall receive and acknowledge receipt of a copy of these Program Requirements.

SAFETY

The Youth Apprenticeship Program Committee agrees that safety will be included as part of the instruction provided at the on-the-job training site and the OSHA standards will be strictly enforced.

RECORDS

All records pertaining to the progress and training of apprenticeship will become a part of the apprenticeship cumulative folder, and be maintained for not less than five (5) years.

APPRENTICESHIP AGREEMENT

The apprentice (and, if a minor, his/her parent or guardian) shall sign the apprenticeship agreement, which shall also be signed by the Youth Apprenticeship in Construction Trades.

APPRENTICE COMPLAINT PROCEDURE POLICY

In the event that an apprentice believes there is a basis for complaint, the apprentice must first discuss the alleged complaint with the occupational instructor and/or the cooperative education coordinator.

In case of failure by an apprentice in related occupational instruction, the Youth Apprenticeship in Construction Trades shall fulfill its obligations, including the right to suspend him/her from the program for a specific length of time/or for sufficient reasons, take steps to have his/her apprenticeship agreement removed after a hearing before the Youth Apprenticeship in Construction Trades (YACT). The apprentice shall be given five (5) school days notice of any adverse action taken against him/her.

MANATEE COUNTY PUBLIC SCHOOLS'
CONSTRUCTION TRADES
CURRICULUM MODEL

JOB PREPARATION

9th	10th	11th	12th
PRACTICAL	**TRADE SKILLS**	**TRADE SKILLS**	**TRADE SKILLS**
Survey Course Construction Tech (1 credit)	Part I Wheels of Learning (1/2 Credit) Trade Specific Class (1/2 Credit) Part II Academics Gold Seal Opportunity OJT in Summer (Multiple Credits)	Part I Youth Apprenticeship Opportunity Trade Specific Class (1/2 Credit) Part II Academics OJT in Summer (Multiple Credits)	Part I Youth Apprenticeship Opportunity Trade Specific Class (1/2 Credit) Part II Academics OJT (Multiple Credits)

Manatee County's Construction Trades INDUSTRIAL EDUCATION Program Selections:

a. Brick and Block Masonry ..... #8722900
b. Carpentry Skills ..... #8722000
   1. Gypsum Drywall Installation
c. Drafting ..... #8725000
d. Electricity ..... #8727200
e. Commercial A/C Technology ..... #8723000
f. Plumbing Technology ..... #8721600

SPECIAL NOTE: The Vocational Industrial Clubs of America, Inc. (VICA), is the vocational student organization which reinforces classroom instruction by providing communications, leadership, human relations and employability training experiences. It also reinforces specific vocational skills. When provided, these activities are considered an integral part of these programs.

YOUTH APPRENTICESHIP PROGRAM
CLASS SCHEDULING MODEL

11th Grade
First & Second Semester
36 weeks

PART I

- English III
- Algebra, Geometry
- Physics, Principles of Technology, or Chemistry
- American History

PART II
(Optional)

On -The-Job Training
Approximately:
(18 Weeks - 720 Hours)

12th Grade
First & Second Semester
36 weeks

PART I

- English IV
- Economics

Optional

- Geometry or Algebra II
- Physics, Principles of Technology or Chemistry

PART II

On -The-Job Training
Approximately:
(18 Weeks - 720 Hours)

Summer School
for
Additional Academics,
when necessary

OPTIONAL
On-The-Job Training
Minimum 300 Hours

POTENTIAL OJT HOURS

1.	11th Grade	720
2.	Summer	300 +
3.	12th Grade	720
		1740 Hours

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Youth Apprenticeship in ConstructionTrades
Student Agreement

This Student Agreement ("Agreement") is entered into as of the ____ day of _____199__ by and between the **Youth Apprenticeship in Construction Trades (YACT)**, and

_____ (Student) whose current address is

_____

_____, Florida (Zip) _____

A. Student's Date of Birth: _____

B. Student's Social Security Number: _____

C. Name and Address of Student's Parent or Legal Guardian:

_____

_____

_____

Witnesseth, that for and in consideration of the mutual covenants and obligations contained herein, it is agreed as follows:

1. **YACT Obligations.** YACT agrees to enroll Student in a program of academic, technical and on-the job occupational training administered by YACT in the occupational skill of _____ (the "Training Program"). This training program shall consist of academic/technical training and on-the-job training. The academic portion of the Training Program shall be conducted at _____ High School. The on-the-job training portion of the Training Program shall be conducted under the principle direction of the Sponsor in accordance with a curriculum prescribed jointly by YACT and the Sponsor. During the term of this Agreement, unless terminated from the Training Program, the Student will receive a minimum beginning wage of at least $6.00 per hour depending upon experience and/or productivity, less any withholding or deductions required by the State or Federal Law.

2. **Student Obligations.** Student agrees to abide by all directives and policies of YACT and its authorized representatives, whether oral or written academic requirements of the Training Program including but not limited to attendance of classes, timely submission of written and oral assignments, completion of examinations, and maintenance of specified passing grades, as adopted by the YACT. The Student agrees to abide by all directives and policies of the Sponsor and its authorized representatives, whether written or oral, in connection with the Student's participation in the Training Program. In addition, Student agrees to comply with all written work site requirements of the Sponsor including but not limited to attendance, hours or work, work rules, company policies, reports, safety requirements, and performance of work using Sponsor's facilities, materials, or equipment, as such requirements are adopted by the Sponsor.

3. **Parent or Legal Guardian Obligations.** Agreement must be co-signed by a parent or legal guardian of the Student. If such a parent or legal guardian co-signs this Agreement, he or she shall assist YACT in any way possible to assure the Student complies with the conditions of this Agreement and successfully completes the Training Program.

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4. Termination of student Participation. YACT or Sponsor can terminate the Student's participation in the Training Program at any time, without notice, for breach by Student of any of the conditions of this agreement.

5. Training Program. The YACT, Sponsor and Students agree the Students enrolled in the Training Program have done so for the purposes of obtaining technical skills. Therefore, Students participating in the Training Program do so in agreement that completion of the Training Program does not guarantee permanent employment unless at such a time Sponsor offers an opportunity for permanent employment.

6. Term of Contract. The YACT, Sponsor and Students agree the Students will be enrolled in the Training Program commencing on _____ and terminating on _____.

7. Minimum Length of Participation. In the he event the Student wishes to withdraw from the Training Program during the first three weeks, the Student will be allowed to transfer to a regular program of study. After the third week of the Training Program, the Student agrees to remain in the program until the end of the current semester, at which time the Student will be allowed to transfer to a regular program of study. The time normally spent on the worksite will be replaced with additional technical training.

8. Entire Agreement. This Agreement contains the entire Agreement among the parties hereto, and no other agreements, statements, or promises made among the parties hereto which are not contained in the text of this Agreement or incorporated herein by reference shall be valid or binding.

In Witness Whereof, the parties have executed this Agreement as of the day and year first written above.

YACT

By: _____
Authorized Signature

_____
Typed Name/Print and Title

STUDENT

By: _____
Signature

_____
Typed Name/Print

Parent or Legal Guardian

By: _____

_____
Typed/Print Name

Revised 5/2/97

Attachment L

Manatee County School District
Youth Apprenticeship in Construction Trades
Sponsor Agreement

This Sponsor Agreement ("Agreement") is entered into as of the ___ day of _____ 199 , by and between the **School Board of Manatee County,** (MCSB) P.O. Box 9069, Bradenton, Florida 34206 and _____ (Sponsor) a _____ County business located at _____, Florida (Zip) _____ Phone number _____

Witnesseth, that for and in consideration of the mutual covenants and obligations contained herein it is agreed as follows:

1. **MCSB and Sponsor Obligation.** MCSB and Sponsor agree to administer a program of academic, technical and on-the-job training in the occupational skill of _____ (the "Training Program"), for a total of _____ student(s), for a period of _____ weeks, commencing on _____, and terminating on _____, (The "Training" Period). The Training Program shall consist of ___ days of academic training and a minimum of ___ days of on-the-job training per week. The academic portion of Training shall be conducted at _____ High School. The on-the-job training portion of the Training Program shall be conducted at the Sponsor's facilities, under the principal direction of the Sponsor in accordance with a curriculum prescribed jointly by MCSB and Sponsor. During the Training Period, all Students participating in the Training Program shall be trainees of the Sponsor. Students that are enrolled in the on-the-job Training Program shall be employed by the Sponsor as student workers whose worksite assignments will be located at the Sponsor's place of business at _____. _____ , contractor shall be the employer of the Students for the duration of the Training Program.

Students that are enrolled in the training program shall be paid a minimum beginning wage of at least $6.00 per hour depending upon experience and/or productivity for on-the-job training actually performed.

2. Sponsor Obligations. The Sponsor agrees to conduct the on-the-job portion of the Training Program at the Sponsor's facilities in accordance with the curriculum prescribed jointly by the Sponsor and MCSB. Sponsor agrees to keep complete and accurate written time records for each Student participating in the Training Program, and to report to MCSB as required by MCSB on the performance and progress of all Students participating in the Training Program. During the on-the-job portion of the Training Program, the Sponsor agrees to evaluate the performance of each Student participation in the Training program and to conduct remedial training activities with particular Students, as necessary, so that at the conclusion of the Training Program, all of the Students completing the Program will have been given adequate opportunity to have acquired all of the on-the-job skills prescribed by MCSB and the Sponsor for the Training Program. Sponsor shall instruct Students in all applicable safety practices connected with the use of the Sponsor's facilities equipment, and materials, and shall report to MCSB immediately any injury to or caused by any Student. The Sponsor will also assure that the training of such Students in the Training Program complies with all applicable State and Federal laws and regulations.

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3. Term of Contract. MCSB and Sponsor agree the Training Program shall commence on _____ and terminate on _____.

4. Termination of Student Participation. MCSB or Sponsor can terminate a Student's participation of the Training Program at any time without notice, for breach by such Student of any of the conditions of the separate Student Agreement entered into between such Student and MCSB and describing the requirement for such Student's participation in the Training Program. Sponsor may terminate any student, at any time, for any action or performance determined to be unacceptable by the Sponsor.

5. Severability. If any provision of this Agreement is held invalid under any applicable statue, regulation, or final decision by a court of competent jurisdiction it is to that extent deemed omitted from this Agreement such omission shall not affect the validity or enforceability of the remainder of this Agreement.

6. Non-Discrimination. The Sponsors agrees not to discriminate against any person on the basis of race color religion, or sex, national origin, marital status, or disability in any of the Sponsor's educational or employment programs or activities.

7. Training Program. The MCSB and Sponsor agree that Students enrolled in the Training Program have done so for the purposes of obtaining technical skills. Therefore, Students participating in the Training Program do so in agreement that completion of the Training Program does not guarantee permanent employment unless at such a time Sponsor offers an opportunity for permanent employment.

8. Entire Agreement. This Agreement contains the entire Agreement among the parties hereto, and no other agreement, statements, or promises made among the parties hereto which ate not contained I the text of this Agreement or incorporated herein by reference shall be valid ad binding.

In Witness Whereof, the parties have executed this Agreement to be executed this _____ day of _____, 199 .

ATTEST: **SCHOOL BOARD OF MANATEE COUNTY, FLORIDA**

_____ _____
Superintendent Chairman

_____ _____
Sponsor

Revised 5/2/97

MANATEE COUNTY PUBLIC SCHOOLS

MANATEE COUNTY SCHOOL BOARD YOUTH APPRENTICESHIP AGREEMENT between _____ Parent,
_____ Student,
_____ Contractor and
_____ High School.

PROGRAM PURPOSE: To provide students with the academic and construction trade skills necessary to successfully complete an apprenticing trade of their choosing.

PARENT AGREEMENT

I, the parent or guardian, agree that this Youth Apprenticeship in Construction Trades is in the best interest of my son/daughter to pursue. Furthermore, I have read the enclosed goals and agree with their intent.

Goals:

1. Meet state requirements for high school graduation.
2. Develop job entry skills.
3. Learn trade skills in a selected specific construction trade.
4. Successfully enter the construction trade in the area he/she has demonstrated interest and aptitude.

I acknowledge receipt of a copy of the PROGRAM REQUIREMENTS FOR THE YOUTH APPRENTICESHIP IN CONSTRUCTION TRADES, and have read the provisions therein. I further understand that all questions and contacts pertaining to the program between the school and myself or between the contractor/employer and myself are to be made through the occupational instructor and/or cooperative education coordinator. I further understand that my son/daughter must work 180 hours successfully for each out-of-class work experience credit. Finally, I understand that the PROGRAM REQUIREMENTS referred to herein are hereby incorporated in and made a part of this agreement.

_____	_____	_____
Date	Parent/Guardian Signature	Telephone Number

STUDENT AGREEMENT

I agree that the pursuit of the above Youth Apprenticeship Program goals meets my interests now and for the foreseeable future. I agree to cooperate with my school's occupational instructor, cooperative education coordinator, contractor/employer, and parents/guardian in fulfilling my responsibilities to meet these Youth Apprenticeship Program goals and perform satisfactorily all tasks assigned. I understand and accept the conditions stated in my PARENT'S AGREEMENT above and the PROGRAM REQUIREMENTS FOR THE YOUTH APPRENTICESHIP IN CONSTRUCTION TRADES given to me by the occupational instructor. I understand that my performance in the youth apprenticeship program classroom, laboratory, and on-the-job are all a part of the evaluation process for grading and continuance or termination from the program.

_____	_____
Date	Student Signature

Revised 5/2/97

CONTRACTOR'S AGREEMENT

Realizing that this student apprentice is depending on me to provide valuable apprentice job training for his/her immediate and long range goals in life, I agree to furnish adequate supervision and the necessary instruction to develop the skills as outlined in the TRAINING PLAN designed by this firm, the school coordinator, and the apprentice. I also agree to provide the school's coordinator a monthly report and verification of the hours worked and recorded by the student during the month. Also each apprentice will be assigned a mentor at the job site. I further agree to read and follow the intent of the PROGRAM REQUIREMENTS FOR THE YOUTH APPRENTICESHIP IN CONSTRUCTION TRADES as given to me by the school coordinator. This includes compliance with state and federal Child Labor Laws, requiring each contractor to furnish a copy of certificate of insurance stating they do have workmen's compensation on their employees, and other pertinent legislation in force or that may be enacted from time to time. I will also notify the school coordinator as soon as possible when a problem arises with an apprentice. The PROGRAM REQUIREMENTS referred to herein are hereby incorporated in and made a part of this agreement.

Date: _____ _____ _____
Signature Contractor/Representative Title

Name of Business: _____

Name of Mentor/Supervisor: _____

Address of Business: _____

Business Telephone: _____

Student's Job Title: _____

Hours per Week: _____ Rate of pay $ _____ per _____

SCHOOL'S AGREEMENT

I, the Industrial Cooperative Education Coordinator, agree to work within the guidelines of the PROGRAM REQUIREMENTS FOR THE YOUTH APPRENTICESHIP IN CONSTRUCTION TRADES which includes evaluating the apprentice's program, keeping records of student's progress and OJT hours worked, determining the grade to be assigned, award credits earned, enter such information on the apprentice's records as is necessary, visit apprentice and mentor/supervisor on a regular basis, and to develop an effective realistic formal TRAINING PLAN with the assistance of the contractor's supervisor in order to fit the needs of the apprentice. Finally, I understand that the PROGRAM REQUIREMENTS referred to herein are hereby incorporated in and made a part of this agreement.

Date: _____ _____
Coordinator's Signature

Approved: _____ _____
Principal's Signature

Attachment N

YOUTH APPRENTICESHIP
IN CONSTRUCTION TRADES
ON-THE-JOB TRAINING PLAN

This OJT TRAINING PLAN assures exposure and rotational experiences with all the competencies and work procedures identified as essential for the program.

STUDENT INFORMATION

1. School _____
2. Student Name _____
3. Social Security Number _____ - _____ - _____

APPRENTICESHIP INFORMATION

4. Specific Trade Area _____
5. Name of Contractor _____
6. Name of Mentor/Supervisor _____
7. Student's Job Title _____

AGREEMENT

We agree that the intended outcomes and student performance standards or job tasks identified herein are comprehensive of job skills related to the OJT experience, and that appropriate OJT instruction will be approved.

_____ _____
Employer Date

_____ _____
Employment Mentor Date

_____ _____
Student Date

Attachment N.1

YOUTH APPRENTICESHIP IN CONSTRUCTION TRADES

- TRAINING PLAN

Student _____ Company Name _____

Program _____ Address _____

Date _____ _____

Phone _____

Job Title _____

Job Description _____

_____

_____

Training Experience - Observations or Performance

List the Job Tasks and Safety Tasks the student is to perform. The tasks should be listed in sequence as the training increases for the student.

JOB TASKS	SAFETY TASKS

STUDENT _____ DATE _____

TRAINING SUPERVISOR _____ DATE _____

Attachment N.2

SUPERVISOR'S EVALUATION OF EMPLOYEE IN TRAINING

Industrial Cooperative Education		Period covered: Month ending:
Name of Trainee	SSN	Position
Employer		Department

INSTRUCTIONS: The immediate supervisor will evaluate the employee in training objectively, comparing him/her with other employees undergoing the same training, with other personal assigned the same or similar work, or with individual standards.

Relations with others
____Exceptionally well accepted
____Works well with others
____Gets along satisfactorily
____Has some difficulty working with others
____Works very poorly with others

Attitude - Application to work
____Outstanding in enthusiasm
____Very interested and industrious
____Average in diligence and interest
____Somewhat indifferent
____Definitely not interested

Judgment
____Exceptionally mature
____Above average in making decisions
____Usually makes the right decision
____Often uses poor judgment
____Consistently uses bad judgment

Dependability
____Completely dependable
____Above average in dependability
____Usually dependable
____Sometimes neglectful/careless
____Unreliable

Ability to Learn
____Learns very quickly
____Learns readily
____Average in learning
____Rather slow to learn
____Very slow to learn

Safety on the Job
____Excellent
____Very good
____Average
____Below average
____Very poor

Personal Appearance
____Always appropriate for job situation
____Needs occasional reminders

Quality of work / Skills Acquired
____Consistantly exceeds requirements
____Frequently exceeds requirements
____Meets requirements
____Frequently below requirements
____Consistently below requirements

Attendance
Days worked____
Days absent_____
_____
_____

Punctuality
Days late____
List days_____
_____
_____

OVERALL PERFORMANCE				
Outstanding	Very Good	Average	Marginal	Unsatisfactory

Describe briefly training assignment(s) satisfactorily completed during this rating period. (Note: Also include those currently in progress).

_____

_____

_____

_____

Supervisor's Evaluation, Continued

Additional Remarks: (Use this section to describe any situation not adequately covered. Use extra sheet if more space is required.)

Please circle grade recommended for the grading period. **A** **B** **C** **D** **F**

This report has been discussed with the employee in training: ___ Yes ___ No

SIGNATURE	DATE
Student/Employee	
Immediate Supervisor	
Coop Coordinator	

YOUTH APPRENTICESHIP IN CONSTRUCTION TRADES PROGRAM

PORTFOLIOS:

A portfolio is a representative sample of student work that is collected over a period of time. Portfolios tell a story about student activities in academic areas. The focus is on problem solving thinking and understanding written communication, integrated curriculum and students' views of themselves as learners.

The portfolio will contain both teacher and student selected items. Important points to remember are:

- date all items
- show progress for growth made in the academic year
- show writing in all academic areas, if possible
- include a table of contents
- show skills (group) in working with others

NOTE: A four year journeyman license requires a portfolio.

The following are the selected areas:

I. Academic
   - A. Math
   - B. Science
   - C. English
   - D. Industry

II. Projects
   - A. photographs of projects
   - B. taped presentations
   - C. individual contributions to group projects

III. Communications
   - A. written work
   - B. daily journal entries

IV. Evaluations
   - A. award documents
   - B. job site evaluations
   - C. pay check stubs
   - D. attendance record
   - E. report cards

V. Student choice

Portfolio Assessment

The portfolio will be part of the semester grade and the student can choose to which academic area the grade will apply.

Attachment O-4

NON-WORK DAYS

INSTRUCTIONS FOR YOUTH APPRENTICES WHOSE WORK IS CANCELED OR IS CLOCKED OUT BEFORE THE REGULAR DAY'S END

In the event that any youth apprentice who is scheduled for work is told not to report to work, the following instructions are to be adhered to at all times:

In the event a youth apprentice is told not to report for work, the youth apprentice is to report to MHS and contact _____, the Program Coordinator for classroom assignment. The employer will have also notified the Program Coordinator that the youth apprentice work has been canceled for that day.

In the event of rain on a workday, the youth apprentice is to report to MHS and contact _____, the Program Coordinator for classroom assignment.

In the event the youth apprentice is clocked out before the regular day's end, the youth apprentice is to adhere to the following instructions at all times:

If the youth apprentice is clocked out early on any scheduled work day the youth apprentice is to report to _____, the Program Coordinator for classroom assignment. The employer will have also notified the Program Coordinator that the youth apprentice is clocked out before the regular day's end.

I have read the above instructions and will adhere to them at all times.

Youth Apprentice _____ **Date** _____

Parent as Witness _____ **Date** _____

Attachment O-5

MEMO

TO: All Youth Apprenticeship in Construction Trades Students

DATE: Effective immediately

SUBJECT: Attendance at Manatee High and the Worksite

Any of the following will result in the student missing one day of work:

*** an absence from Manatee High or the worksite that is not medically confirmed**

*** <u>three tardies per three weeks</u>**

Students dismissed from work due to attendance will be reassigned to Manatee High and will not be allowed to return to work until the day has been made up at Manatee High.

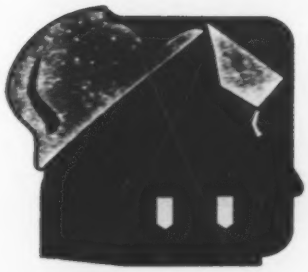
An absence from the worksite that is not medically confirmed will result in lowering the OJT grade.

Only medically confirmed checkouts at Manatee High will be allowed.

***More than 3 unexcused or unexplained absences per quarter will result in the student being withdrawn from the Youth Apprenticeship in Construction Trades.**

***More than 3 excused absences per quarter may warrant dismissal from the program.**

***<u>A day missed at the worksite is considered an absence from school.</u>**



Do You Have What It Takes To Be A Youth Apprentice in the Construction Trades?

Manatee High School is accepting applications for the 1998-99 Youth Apprenticeship in the Construction Trades

Would you like to be trained to be a potential worker in these industries? Would you like to be given training to enter an adult apprenticeship program? Would you like to earn a minimum of $6.00 per hour while in training?

If you answer yes, then can you also say yes to the following?

- Are you willing to receive TECHNICAL skill training and unique ACADEMIC classes directly related to the work-based training?
- Do you have your own transportation to get to and from school and work?
- Will you be at least 16 years old at the beginning of your 11th grade?
- Will you have all the academic requirements for your grade level?
- Will you have completed pre-algebra or higher?
- Do you have a GPA of 2.0 or better in core requirements?
- Do you have a 90% or better school attendance record?
- Do you have an interest or demonstrated ability in the occupational areas related to the work in the construction trades industry?
- Pass any physical or drug screening?
- Commit to at least two full years of the program?
- Take a 90 hour core training class?

If you can answer yes to these questions, then you will want to complete and return the interest survey card. In addition, you and one of your parents/guardians will need to attend an evening meeting to complete the application process.

Application to this Youth Apprenticeship Program is open to all Manatee High School students who will be in the ninth, tenth, or eleventh grade for the 1998-1999 school year. The Manatee County School District does not discriminate against any person on the basis of race, color, religion, sex, national origin, marital status, or disability in any of their educational or employment programs or activities.

Youth Apprenticeship in Construction Trades
Interest Survey Card

YES! I am interested in receiving an application for this exciting program. I and one of my parents/guardians will attend an information/application meeting. I would like to be trained in one of the following career areas:

Rank order your top three areas (1,2,3)

_____Carpentry **_____Heating/Air-conditioning**

_____Electrical **_____Masonry/dry-wall**

_____Plumbing

Student Name:(full)_____DOB_____

Home Address:_____Phone_____

_____

Current English Course_____Teacher_____

Current Math Course_____Teacher_____

Name of Parent/Guardian_____Work Phone_____

Parent Signature _____

I would like to start:

January 1998 ☐ **August 1998 ☐**

January 1999 ☐ **August 1999 ☐**